

**Swinburne University of Technology
Faculty of Information and Communication Technology
Student Development Reconciliation and Report Form**

Name: _____

Conference/Course/Program: _____

Venue: _____

Dates: _____

Total Actual Expenditure:

Approved	Actual	Account No.	Already paid? (Y/N)

Note: To be filled in by Research Administration Assistant

Explanation of Discrepancies:

Extent to which the program met your objectives and expected outcomes

Actual Benefits to Individual, Faculty and University:

Supporting documents attached (As per Checklist Below):

- PDF or scan of full article from the proceedings **OR** provide offprint given to author
 - Evidence of authorship:
 - byline in publication indicating research undertaken in author's capacity as a student of the University; **OR**
 - PDF or scan of signed statement on Author's Declaration Form
 - PDF or scan evidence the year of publication was 2010 (or 2009 but only if also published after 30 June 2010. If so, provide acceptable proof.)
 - PDF or scan of front cover of the proceedings or the cd-rom, if published on cd-rom
 - PDF or scan evidence of name, date and location of conference
 - PDF or scan evidence of the name of the publisher
 - PDF or scan evidence of the place of publication
 - PDF or scan evidence of ISBN (if available)
 - PDF or scan of the full table of contents
 - PDF or scan of preface and introductory pages
 - Evidence of refereeing:
 - Statement in proceedings - full papers peer reviewed or refereed; **or**
 - Statement from conference organiser/editor that full papers were refereed; **or**
 - Copy of referee's assessment showing that the full paper and not just the abstract was peer reviewed;
 - (If applicable) Proof of Keynote Status and evidence that all other conference papers were peer reviewed;
 - Proof of national/international significance (if not clearly shown in documents above)
-

Student's Signature: _____ **Date:** _____